



## NOTICE OF SOLICITATION

**SERIAL 06114-S**

**INVITATION FOR BID FOR: EXHAUST SYSTEMS: CLEANING, REPAIR AND CHEMICAL TREATMENT (NIGP 16594)**

Notice is hereby given sealed bids will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until **2:00 P.M./M.S.T.** on **NOVEMBER 14, 2006** for the furnishing of the following for Maricopa County bids will be opened by the Materials Management Director (or designated representative) at an open, public meeting at the above time and place.

All bids must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked **"SERIAL 06114-S INVITATION FOR BID FOR EXHAUST SYSTEMS: CLEANING, REPAIR AND CHEMICAL TREATMENT (NIGP 16594)."**

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protest concerning this Invitation for Bid must be filed with the Procurement Officer in accordance with Section MC1-905 of the Code.

**ALL ADMINISTRATIVE INFORMATION CONCERNING THIS INVITATION FOR BID AND THE CONTRACTUAL TERMS AND CONDITIONS CAN BE LOCATED AT <http://www.maricopa.gov/materials>. ANY ADDENDA TO THIS INVITATION FOR BID WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.**

BID ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS MANAGEMENT CENTER

DIRECT ALL INQUIRIES TO:

ANDREA STUPKA  
PROCUREMENT OFFICER  
TELEPHONE: (602) 506-3504

**THERE WILL BE A MANDATORY PRE-BID CONFERENCE ON THURSDAY OCTOBER 19, 2006 AT 9:00 A.M. AT THE MARICOPA COUNTY FACILITIES MANAGEMENT DEPARTMENT, 401 WEST JEFFERSON STREET, PHOENIX, ARIZONA 85003**

**NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:**

<http://www.maricopa.gov/materials/advbd/advbd.asp>

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**SERIAL 06114-S**

**NO RESPONSE**

Respondents not responding to this Invitation for Bid are asked to complete this document and return it to Maricopa County Materials Management Department, 320 W. Lincoln St., Phoenix, AZ 85003-2494 or fax to 602/258-1573.

**MARK OUTSIDE ENVELOPE "SERIAL 06114 -S"**

Responses must be received **BY 2:00 P.M., NOVEMBER 14, 2006**. Respondents failing to submit a bid, or this document, may be subject to removal from the Maricopa County Materials Management Contractor List.

**SERIAL 06114-S**

**TITLE: EXHAUST SYSTEMS: CLEANING, REPAIR AND CHEMICAL  
TREATMENT (NIGP 16594)**

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CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

REASON FOR NOT SUBMITTING A BID:

\_\_\_\_\_ Insufficient time  
\_\_\_\_\_ Do not handle product/service  
\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT**

**PLEASE READ BEFORE SUBMITTING YOUR BID**

**M/WSBE CONTRACT PARTICIPATION**

For this Contract a combined M/WSBE goal of 0% involvement is established for Minority/Women-Owned Small Business Enterprises (M/WSBE). This goal may be attained singularly or by any combination thereof to create the overall designated percentage involvement goal. Instructions and required forms are included in the Minority/Women-Owned Small Business Enterprise Program Contracting Requirements section. The Maricopa County Minority and Women-Owned Small Business Enterprise Program, revised June 14, 2000, is incorporated by reference

The Materials Management Department of Maricopa County will endeavor to ensure in every possible way that Minority and Women-owned Small Business firms shall have every opportunity to participate in providing professional services, materials, and contractual services to the Materials Management Department of Maricopa County without being discriminated against on the grounds of race, religion, sex, age or national origin. The Maricopa County Minority Business Program, effective January 1, 1992, is incorporated by reference.

**INVITATION FOR BID FOR: EXHAUST SYSTEMS: CLEANING, REPAIR AND CHEMICAL TREATMENT (NIGP 16594)**

**1.0 INTENT:**

To establish a local source for the cleaning, repair, and chemical treatment of various kitchen exhaust systems utilized in County buildings, including related duct for the Facilities Management Department (FMD).

The work shall consist of furnishing all equipment, tools, labor, supervision, chemicals, materials, transportation and all effort necessary to thoroughly decontaminate and clean all grease, dirt, lint, and other flammable or combustible substances in an the exhaust system, which includes hoods, filters, lint collectors, duct, and fans. In addition to cleaning, any repairs necessary to maintain the system to full operation. All work shall include interior of the blades, louvers and fans, and final point of exhaust for all systems, and the roof areas adjacent to the exhaust vent.

**2.0 SPECIFICATIONS:**

**2.1 TECHNICAL REQUIREMENTS:**

- 2.1.1 Contractor shall supply cleaning/repair service to the County between the hours of 6:00 AM and 6:00 PM, Monday through Friday, excluding County holidays. All services requested outside of these times shall be considered AFTER HOURS.
- 2.1.2 All systems shall be cleaned on a quarterly schedule, a minimum of four (4) times per calendar year.
- 2.1.3 All repairs to the exhaust systems shall be of **no cost** to the County with the exception of replacement parts. If Contractor is called out after hours for repairs, a line item price for labor as bid in ATTACHMENT A, PRICING shall be used.
- 2.1.4 Following the completion of the work required, the Contractor shall apply a chemical powder, for the purpose of saponification of the system. This will assist in subsequent cleanings except where there is lint transmission and collection, or when steam cleaning has left no residue. If residue of any sort remains after steam cleaning, the chemical powder shall be applied. All chemicals used will be non-toxic, non-corrosive, odorless, and non-flammable.
- 2.1.5 All chemicals used shall be EPA, OSHA, and USDA approved and specifically authorized for use as specified. All cleaning and deodorizing chemicals shall be harmless to human life if accidentally contacted on skin or ingested. A copy of all MSDS sheets for all chemicals used must be submitted with bid package.
- 2.1.6 DEFINITIONS: The following terms used in this Contract shall have the following meaning:
  - 2.1.6.1 Exhaust duct system: Shall comprise the hood, hood filters, duct system proper in its entirety including fan and blower including the motor as an assembly, housing, fan, fan wheel, and all other appurtenances pertaining thereto.
  - 2.1.6.2 Blower unit: Shall comprise the complete blower assembly including the motor as an assembly, the housing, wheels, shafts, braces, supports, pulleys, and all appurtenances pertaining thereto.
  - 2.1.6.3 Cleaning: Shall comprise the complete removal and disposal of all grease, vapor, lint, dust, and any other foreign matter from exhaust hood surfaces.

2.1.6.4 Chemical treating: Shall comprise the application of chemicals possessing grease retarding, sanitizing, and deodorizing properties.

2.1.7 All electrical switches, detection devices, and system cylinders shall be locked, pinned, and protectively covered and/or sealed to prevent the accidental starting of fans or actuating the fire extinguishing system. Care should be taken not to apply cleaning chemicals on fusible links or other detection devices of the automatic extinguishing system.

2.1.8 Cleaning of the various systems shall be accomplished by scraping, wire brushing, or similar methods and/or by steam, if the latter does not interfere with operations of the kitchen. The entire system shall be completely cleaned to expose the metal surface.

2.1.9 To prevent damage to fan motors, the motors shall be covered or some other acceptable method to ensure no damage will occur during the cleaning operation. The outside surface of the fan motors will be wiped clean of grease, lint, dust, or dirt.

After systems are cleaned, the exhaust system shall be tested for proper operation. Contractor's staff shall ensure all cleaning rags, tools, or any other device used to clean exhaust system is removed and disposed of properly.

2.1.10 When cleaning procedures are completed, all electrical switches, detection devices, system supply cylinders, etc., shall be returned to an operable state. Dampers and diffusers shall be positioned for proper air flow.

2.1.11 All grease, lint, dust, or dirt removed from the contaminated areas, or accumulated in the process of cleaning, shall be gathered and removed from each site and disposed of as directed by the Contractor following guidelines established by Federal, State, Municipal, and/or OSHA regulations. All debris generated by the cleaning process shall not be deposited into County trash containers or facility drains.

2.1.12 In the event the work performance of the Contractor is not satisfactory, the Contractor shall be notified by the County and given one (1) business day to correct the work. The County reserves the right to complete the work to its satisfaction and deduct the cost from any monies due the Contractor if the work is not corrected within the allotted time frame.

2.1.13 If additional cleaning services between scheduled visits is required, OR, if work requested is outside the scope of this contract, it shall be done only after written authorization by FMD. Failure to follow this requirement will result in non-payment.

2.1.14 **WORK SCHEDULES:**

At the Post Award Conference, the Contractor shall provide a proposed work schedule to accomplish the services pursuant to this contract. The schedule shall be set on an annual calendar identifying tasks and frequency of work. This will enable FMD personnel to identify contracted services performed or not performed. The schedule shall be subject to FMD approval. Thereafter, significant changes shall be reported to the County in writing on the first work day of the following week. The report shall include an explanation of WHY the work was not completed and plans for getting the work back on schedule

2.1.15 Cost of parts that have been damaged due to Contractor's negligence shall be borne by the Contractor, including labor to replace said part(s).

2.1.16 The specifications of this contract are intended to provide service (labor), and parts for replacement only. Currently, a State of Arizona contractor's license is not required.

- 2.1.17 All work performed by Contractor shall be to a professional standard.
- 2.1.18 Contractor shall meet all Federal EPA and OSHA guidelines in the proper handling and disposal of special waste or contaminated materials.
- 2.1.19 The Contractor shall perform the work in a way to minimize disruption to the normal operation of building tenants. Upon completion of work the Contractor is responsible for cleaning and removing from the job site all debris, materials, and equipment associated with the work performed.
- 2.1.20 The Contractor shall make necessary repairs in such a manner that does not damage County property. In the event damage occurs to Maricopa County property, or any adjacent property by reason of any repairs or installations performed under this Contract, the Contractor shall replace or repair the same at no cost to the County. If damage caused by the Contractor has to be repaired or replaced by the County, the cost of such work shall be deducted from the monies due the Contractor.
- 2.1.21 A Maricopa County Sheriff's Office background check shall be a requirement for all employees of Contractor's staff providing services to the County. This requirement is essential due to the need to access areas within the County such as detention facilities, court buildings, and many other restricted areas. The cost for this requirement shall be incurred by the County.

ALL CONTRACTOR EMPLOYEES SHALL WEAR COUNTY-ISSUED PICTURE IDENTIFICATION BADGES ON UNIFORMS AT ALL TIMES WHILE PERFORMING WORK IN COUNTY BUILDINGS

2.1.22 EMPLOYEES OF THE CONTRACTOR

No one except authorized employees of the Contractor are allowed on the premises of Maricopa County Buildings. Contractor's employees are NOT to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor. It shall be a requirement for security screening of all employees performing work at County sites.

- 2.1.23 The Contractor shall operate in strict accordance with the state/local regulations and the Standards of National Board of Fire Underwriters (SNBFU), and National Fire Protection Association (NFPA) bulletin number 96 while working the mechanical equipment. Drop clothes, shields, and other protective devices shall be used to prevent damage to mechanical equipment and areas adjacent to units being cleaned and treated. With the user departments approval, move all furniture, fixtures, and equipment that may interfere with the work, and shall reposition same upon completion of work, and clean the area in which work was performed. All bracing, rafters, adjacent structural members, and equipment shall be left clean after operations are completed.
- 2.1.24 If, after Contractor completes his cleaning operations, the exhaust system fails to function, repairs necessary to bring system back to operating standards shall be borne by the Contractor.

2.2 USAGE REPORT:

The Contractor shall furnish the County upon request a quarterly usage report delineating the acquisition activity governed by the Contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit.

2.3 FACILITIES:

During the course of this Contract, the County shall provide the Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its obligation enumerated herein.

2.4 INVOICES AND PAYMENTS:

2.4.1 **The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:**

- 2.4.1.1 Company name, address and contact
- 2.4.1.2 County bill-to name and contact information
- 2.4.1.3 Contract Serial Number
- 2.4.1.4 County purchase order number
- 2.4.1.5 Invoice number and date
- 2.4.1.6 Payment terms
- 2.4.1.7 Date of service or delivery
- 2.4.1.8 Quantity (number of days or weeks)
- 2.4.1.9 Contract Item number(s)
- 2.4.1.10 Description of Purchase (product or services)
- 2.4.1.11 Pricing per unit of purchase
- 2.4.1.12 Freight (if applicable)
- 2.4.1.13 Extended price
- 2.4.1.14 Mileage w/rate (if applicable)
- 2.4.1.15 Arrival and completion time (if applicable)
- 2.4.1.16 Total Amount Due

**Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.**

2.4.2 Payment will be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form (to be provided by the Procurement Officer) or as located on the County Department of Finance Website as a fillable PDF document ([www.maricopa.gov/finance/](http://www.maricopa.gov/finance/)).

2.4.3 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

2.5 TAX:

**NO TAX SHALL BE LEVIED AGAINST LABOR.** It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

2.6 DELIVERY:

It shall be the Contractor's responsibility to meet the proposed delivery requirements. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.



### 3.0 **SPECIAL TERMS & CONDITIONS:**

#### 3.1 CONTRACT TERM:

This Invitation for Bid is for awarding a firm, fixed price purchasing contract to cover a three (3) year period.

#### 3.2 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of three (3), one (1) year options, (or at the County's sole discretion, extend the contract on a month to month bases for a maximum of six (6) months after expiration). The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

#### 3.3 PRICE ADJUSTMENTS:

Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the (Consumer Price Index) or by performing a market survey.

#### 3.4 INDEMNIFICATION AND INSURANCE:

##### 3.4.1 INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions or mistakes relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting there from, caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract including any person for whose acts, errors, omissions or mistakes Contractor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the sole negligence of County.

#### 3.5 INSURANCE REQUIREMENTS

Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. County shall not be obligated, however, to review such policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, and Errors and Omissions, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, and Errors and Omissions, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

Contractor is required to procure and maintain the following coverages indicated by a checkmark:

**3.5.1 Commercial General Liability:**

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products/Completed Operations Aggregate, and \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

**3.5.2 Automobile Liability:**

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services under this Contract.

**3.5.3 Workers' Compensation:**

Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit. (N.B. - \$1,000,000 limits on larger contracts)

Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.

**3.5.4 Errors and Omissions Insurance:**

Errors and Omissions insurance and, if necessary, Commercial Umbrella insurance, which will insure and provide coverage for errors or omissions of the Contractor, with limits of no less than \$1,000,000 for each claim.

**3.5.5 Certificates of Insurance.**

3.5.5.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

3.5.5.2 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

**3.6 PROCUREMENT CARD ORDERING CAPABILITY:**

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Respondents without this capability may be considered non-responsive and not eligible for award consideration.

**3.7 INTERNET ORDERING CAPABILITY:**

It is the intent of Maricopa County to utilize the Internet to place orders under this Contract. Respondents without this capability may be considered non-responsive and not eligible for award consideration.

**3.8 NO GUARANTEED QUANTITIES.**

The Respondent understands and hereby acknowledges that the County makes no representations nor guarantees the Respondent any minimum or maximum number of units of service to be provided under this Contract

**3.9 ORDERING AUTHORITY.**

3.9.1 Respondents should understand that any request for purchase of materials or services shall be accompanied by a valid purchase order, issued by Materials Management, or by a Certified Agency Procurement Aid (CAPA).

- 3.9.2 Maricopa County departments, cities, other counties, schools and special districts, universities, nonprofit educational and public health institutions may also purchase from under this Contract at their discretion and/or other state and local agencies (Customers) may procure the products under this Contract by the issuance of a purchase order to the Respondent. Purchase orders must cite the Contract number.
- 3.9.3 Contract award is in accordance with the Maricopa County Procurement Code. All requirements for the competitive award of this Contract have been met. A purchase order for the products is the only document necessary for Customers to purchase and for the Respondent to proceed with delivery of materials available under this Contract.
- 3.9.4 Any attempt to represent any product not specifically awarded under this Contract is a violation of the Contract. Any such action is subject to the legal and contractual remedies available to the County, inclusive of, but not limited to, Contract cancellation, suspension and/or debarment of the Respondent.

**3.10 INQUIRIES AND NOTICES:**

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY  
DEPARTMENT OF MATERIALS MANAGEMENT  
ATTN: CONTRACT ADMINISTRATION  
320 W. LINCOLN ST.  
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

ANDREA STUPKA, PROCUREMENT OFFICER, 602-506-3504  
([astupka@mail.maricopa.gov](mailto:astupka@mail.maricopa.gov))

Technical telephone inquiries shall be addressed to:

Evan Johns, Facilities Management 602.372.3327

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

**3.11 EVALUATION CRITERIA.**

3.11.1 The evaluation of Bids will be based on, but will not be limited to, the following:

3.11.1.1 Compliance with specifications.

3.11.1.2 Price.

3.11.1.3 Determination of Responsibility.

3.11.2 The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

**3.12 SUBMISSION PRICE CLARITY.**

For reasons of clarity all submissions of pricing (Attachment A) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive.

3.13 INSTRUCTIONS FOR PREPARING AND SUBMITTING BIDS.

**Respondents are to provide two (2) copies of ATTACHMENT A, B, C, (E, F and G, if applicable), any Required Submittals, and a signed ADDENDA Face Page of the Solicitation (if applicable). ATTACHMENT B must bear original signatures. ATTACHMENT A (Pricing) must also be on a CD in an Excel format.** Respondents are to identify their responses with the bid serial number, title and return address to Maricopa County, Department of Materials Management, 320 West Lincoln, Phoenix, Arizona 85003. **A corporate official who has been authorized to make such commitments must sign bids.**

3.14 RESPONDENT REVIEW OF DOCUMENTS.

The following information shall be submitted as part of the Response. Failure to provide all the required submittals will cause the bid to be considered non-responsive.

3.14.1 Two copies of the following:

3.14.1.1 Attachment "A", Pricing;

3.14.1.2 Attachment "B", Agreement Page (with original signatures)

3.14.1.3 Attachment "C", References.

3.14.1.4 All MSDS sheets for all chemicals used must be submitted with bid package

3.15 POST AWARD MEETING:

The successful Respondent(s) may be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of the Contract. This meeting will be coordinated by the Procurement Officer of the Contract.

**NOTE: RESPONDENTS ARE REQUIRED TO USE ATTACHED FORMS TO SUBMIT THEIR PROPOSALS.**

**ATTACHMENT A  
PRICING**

SERIAL 06114-S

PRICING SHEET: S073408 / B0603453

NIGP CODE: 16594

BIDDER NAME: \_\_\_\_\_

VENDOR # : \_\_\_\_\_

BIDDER ADDRESS: \_\_\_\_\_

P.O. ADDRESS: \_\_\_\_\_

BIDDER PHONE #: \_\_\_\_\_

BIDDER FAX #: \_\_\_\_\_

COMPANY WEB SITE: \_\_\_\_\_

COMPANY CONTACT (REP): \_\_\_\_\_

E-MAIL ADDRESS (REP): \_\_\_\_\_

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: \_\_\_\_ YES \_\_\_\_ NO

ACCEPT PROCUREMENT CARD: \_\_\_\_ YES \_\_\_\_ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: \_\_\_\_ YES \_\_\_\_ NO \_\_\_\_ % REBATE

(Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: \_\_\_\_ YES \_\_\_\_ NO \_\_\_\_ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: \_\_\_\_ YES \_\_\_\_ NO

PAYMENT TERMS: BIDDER IS REQUIRED TO PICK ONE OF THE FOLLOWING.

TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.

FAILURE TO CHOOSE A TERM WILL RESULT IN A DEFAULT TO NET 30.

BIDDER MUST INITIAL THE SELECTION BELOW.

NET 10 \_\_\_\_\_

NET 15 \_\_\_\_\_

NET 20 \_\_\_\_\_

NET 30 \_\_\_\_\_

NET 45 \_\_\_\_\_

NET 60 \_\_\_\_\_

NET 90 \_\_\_\_\_

2% 10 DAYS NET 30 \_\_\_\_\_

1% 10 DAYS NET 30 \_\_\_\_\_

2% 30 DAYS NET 31 \_\_\_\_\_

1% 30 DAYS NET 31 \_\_\_\_\_

5% 30 DAYS NET 31 \_\_\_\_\_

INDICATE PERCENTAGE OF M/WBE PARTICIPATION IF ANY HERE: \_\_\_\_\_%

**PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION:**

\_\_\_\_ NEWSPAPER ADVERTISEMENT

\_\_\_\_ MARICOPA COUNTY WEB SITE

\_\_\_\_ POSTAL MAIL PRE-SOLICITATION NOTICE

\_\_\_\_ E-MAIL PRE-SOLICITATION NOTICE

\_\_\_\_ OTHER (PLEASE SPECIFY)

ALL PRICING SHALL BE SUBMITTED ON THE SAME CD AS THE BID AND FORMATTED IN EXCEL '2003. BIDS WILL NOT BE ACCEPTED WITHOUT THE ACCOMPANYING CD IN YOUR SUBMITTAL. ANY RESPONSE NOT CONTAINING THE REQUIRED CD MAY BE CONSIDERED NON-RESPONSIVE AND NOT CONSIDERED FOR EVALUATION OR CONTRACT AWARD.

**ATTACHMENT A  
PRICING**

**1.0 PRICING:**

<b>SITE DESCRIPTION</b>	<b>BLDG NUMBER</b>	<b>AREA SERVED</b>	<b>FANS</b>	<b>YEAR 1 Price per Quarter</b>	<b>YEAR 2 Price per Quarter</b>	<b>YEAR 3 Price per Quarter</b>
1.1 MCSO Lower Buckeye Jail Central Services, 3150 W. Lower Buckeye Road, Phoenix, AZ	1962	Bakery Hood, Cook Hood, Chill hood, Food Tech Hood	4	\$ _____	\$ _____	\$ _____
1.2 MCSO Durango Jail	1601	Cooking Line	6	\$ _____	\$ _____	\$ _____
1.3 3225 W. Durang		Bakery, East	1	\$ _____	\$ _____	\$ _____
1.4 Phoenix, AZ		Bakery, West	1	\$ _____	\$ _____	\$ _____
1.5 MCSO-Estrella Jail, 2939 W. Durango, Phoenix, AZ	1403	Hood	3	\$ _____	\$ _____	\$ _____
1.6 MCSO - Towers Jail	1611	Hood	3	\$ _____	\$ _____	\$ _____
1.7 3127 W. Durango Phoenix, AZ		Laundry, Lint Collector	2	\$ _____	\$ _____	\$ _____
1.8 Juvenile	1706	Oven, griddle, deep fryer	2	\$ _____	\$ _____	\$ _____
1.9 3125 W. Durango		Steam Kettle	1	\$ _____	\$ _____	\$ _____
1.10 Phoenix, AZ		Grill, Boiler	1	\$ _____	\$ _____	\$ _____
1.11		Laundry, Lint Collector	1	\$ _____	\$ _____	\$ _____
1.12 Cafeteria - Durango, 3341 W. Durango, Phoenix, AZ	1918	Grill, Deep fryer	1	\$ _____	\$ _____	\$ _____
1.13 Food Court - ECB	3307	Gas fired cooking, Steamer	1	\$ _____	\$ _____	\$ _____
1.14 101 W. Jefferson St.		Griddle, Deep Fryer	1	\$ _____	\$ _____	\$ _____
1.15 Phoenix, AZ		Kitchen pizza & Toaster	1	\$ _____	\$ _____	\$ _____
1.16 Cafeteria-SE Facility, 222 E. Javelina, Mesa, AZ	2855	Grilles	2	\$ _____	\$ _____	\$ _____
1.17 MCSO- Mesa Substation	2853	Kitchen	1	\$ _____	\$ _____	\$ _____
1.18 1840 S. Lewis, Mesa, AZ		Laundry, Lint Collector	2	\$ _____	\$ _____	\$ _____
1.19 Juvenile, 1810 S. Lewis, Mesa, AZ	2856	Laundry, Lint Collector	2	\$ _____	\$ _____	\$ _____

**ATTACHMENT A  
PRICING**

Other Services:

1.20 Clean supply and return  
grills

\$ \_\_\_\_\_

1.21 Clean duct related to  
exhaust hoods

\$ \_\_\_\_\_

1.22 Labor, hourly  
rate/business hours

\$ \_\_\_\_\_

1.23 Labor, hourly rate/after  
hours

\$ \_\_\_\_\_

1.24 Labor, services outside  
the scope of contract

\$ \_\_\_\_\_

1.25 Components purchased,  
related to hoods/grills, cost  
plus

\$ \_\_\_\_\_



ATTACHMENT B

**AGREEMENT**

Respondent hereby certifies that respondent has read, understands and agrees that acceptance by Maricopa County of the Respondent's Bid will create a binding Contract. Respondent agrees to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement

**BY SIGNING THIS PAGE THE SUBMITTING RESPONDENT CERTIFIES THAT RESPONDENT HAS REVIEWED THE ADMINISTRATIVE INFORMATION AND DRAFT IFB CONTRACT'S TERMS AND CONDITIONS LOCATED AT <http://www.maricopa.gov/materials>. AND AGREE TO BE CONTRACTUALLY BOUND TO THEM.**

MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

\_\_\_\_\_ Disadvantaged Business Enterprise (DBE)  
 \_\_\_\_\_ Women-Owned Business Enterprise (WBE)  
 \_\_\_\_\_ Minority Business Enterprise (MBE)  
 \_\_\_\_\_ Small Business Enterprise (SBE)

\_\_\_\_\_  
 RESPONDENT SUBMITTING PROPOSAL

\_\_\_\_\_  
 FEDERAL TAX ID NUMBER

\_\_\_\_\_  
 PRINTED NAME AND TITLE

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

\_\_\_\_\_  
 ADDRESS

\_\_\_\_\_  
 TELEPHONE

\_\_\_\_\_  
 FAX #

\_\_\_\_\_  
 CITY STATE ZIP

\_\_\_\_\_  
 DATE

WEB SITE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MARICOPA COUNTY, ARIZONA

BY: \_\_\_\_\_  
 DIRECTOR, MATERIALS MANAGEMENT

\_\_\_\_\_  
 DATE

BY: \_\_\_\_\_  
 CHAIRMAN, BOARD OF SUPERVISORS

\_\_\_\_\_  
 DATE

ATTESTED:

\_\_\_\_\_  
 CLERK OF THE BOARD

\_\_\_\_\_  
 DATE

APPROVED AS TO FORM:

\_\_\_\_\_  
 DEPUTY MARICOPA COUNTY ATTORNEY

\_\_\_\_\_  
 DATE

ATTACHMENT C

**CONTRACTOR REFERENCES**

**RESPONDENT SUBMITTING BID:** \_\_\_\_\_

1. COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

2. COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

3. COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

4. COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

5. COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

## EXHIBIT 1 VENDOR REGISTRATION PROCEDURES

**On-line Vendor Registration at Maricopa County is available NOW!**

**On November 22, 2004, Maricopa County changed its vendor registration process.** Paper forms will no longer be accepted. Vendor registrations will only be accepted through the active website. Register at <http://www.maricopa.gov/Materials/>

The new process will give you full control over your organizational information. Please be advised however that you are now directly responsible for the presence and accuracy of your company's information.

**Vendors currently registered in our system who have changes to their information or have not registered online must establish a new account via the above web site link. Materials Management will no longer post changes to existing vendor records.**

**Procurement vendors:** Be sure to select those commodity codes that best represent the commodities and or services provided by your organization. Non-procurement registrants may ignore the commodity portion.

Registration is **FREE**. You may use any computer with web access for registration, record updating and maintenance.

If you have any questions, email us at [VendorReg@mail.maricopa.gov](mailto:VendorReg@mail.maricopa.gov).